

**Commonwealth of Virginia  
Database Index Reporting Form**

<b>1. Public Body Name &amp; Numeric Code:</b> Virginia Department of Transportation <b>2. Database Title:</b> Telephone System Billing <b>3. Database Acronym:</b> TSB	<b>4. Point of Contact:</b> Beverly Carwile <b>5. Phone Number:</b> (804) 786-1785 <b>6. Signature &amp; Date:</b> <i>Beverly A. Carwile 7/14/04</i>
<b>7. Database Description and Contents:</b> <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate know restrictions to public access.)</i> Telephone System Billing tracks costs associated with telecommunications usage by department and by phone for auditing purposes. TSB is VDOT's automated version of the Virginia Information Technologies Agency (VITA) telecommunications bill.	
<i>Note: Specific information relating to data fields, recordable layouts and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i>	
<b>8. Date of Last Update:</b> June 25, 2004	<b>9. Frequency of Update:</b> <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input checked="" type="checkbox"/> Monthly, Other:
<b>10. Formats Available and Schedule of Fees:</b> <i>(Provide a description of each format in which the database is made available, and the cost, if any of each format.)</i>	
<b>a. Format</b> Paper or Word document	<b>b. Cost</b> The last four months of data (currently February, March, April and May) would be provided in Word documents electronically or printed. The four months of data sent electronically in Word documents would not cost anything. In printed form, it would depend on the length. There would be a tens cents per page charge.